

Two year of experience performing full range legal secretarial duties:

Examples of legal secretarial duties include but are not limited to the following:

- Prepare and process legal documents.
- Mail, fax and arrange for the delivery of legal correspondence.
- Make photocopies of correspondence, documents, and other printed matter.
- Draft and type office memos.
- Review legal publications and perform database searches to attorneys for review and approval for use.
- Receive and make phone calls.
- Organize and maintain law libraries, documents, and case files.